

**German  
Graduate Program Handbook**

**of the  
Department of Germanic Languages and Literatures**

**The Ohio State University**

August 2017

## Contents

1. INTRODUCTORY MATERIAL.....	3
2. GRADUATE STUDIES COMMITTEE (GSC) & GRADUATE ADVISORY COMMITTEE (GAC).....	3
3. ADMISSION .....	4
4. MASTER’S DEGREE PROGRAM .....	4
4-1 Program Objectives .....	4
4-2 Requirements for the M.A. Degree in GLL.....	5
4-3 Scheduling Courses for M.A. Students .....	5
4-4 M.A. Assessment Options & Timetables .....	7
5. DOCTORAL DEGREE PROGRAM.....	10
5-1 Program Objectives .....	10
5-2 Requirements for the Ph.D.....	11
5-3 Scheduling Courses for Ph.D. Students .....	12
5-4 Timetable for the Ph.D. Candidacy Examination, Prospectus Defense and Dissertation Defense .....	13
5-5 Annual Progress Checklist/Report.....	13
5-6 Ph.D. Candidacy Examination.....	14
5-7 Dissertation .....	17
6. GRADUATE ASSOCIATES .....	18
7. FELLOWSHIPS AND STUDY ABROAD.....	22
8. GRADUATE STUDENT APPRENTICESHIP .....	24
9. GRIEVANCE REVIEW GUIDELINES.....	24
10. LEAVE POLICY & SUPPORT SERVICES .....	25

### List of Abbreviations:

ABD	– all but dissertation status
CH	– credit hour(s)
DC	– Departmental Council
DGS	– Director of Graduate Studies
GSC	– Graduate Studies Committee
GAC	– Graduate Advisory Committee
GLL	– Germanic Languages and Literatures

# 1. INTRODUCTORY MATERIAL

## 1-1 Policies, Rules, and Procedures

The German Graduate Program Handbook of the Department of Germanic Languages and Literatures (GLL) sets forth the policies, rules, and procedures of the German Graduate Studies Committee (GSC) of the Department. For specific policies, rules, and procedures not covered in the German Graduate Program Handbook, the reader is referred to the current Ohio State Graduate School Handbook.

## 1-2 Degrees Offered

The Department of GLL offers the Master of Arts degree in Germanic Languages and Literatures and the Doctor of Philosophy degree in Germanic Languages and Literatures. Specific objectives and requirements for these degrees are set forth in sections 4 and 5 below.

# 2. GRADUATE STUDIES COMMITTEE (GSC) & GRADUATE ADVISORY COMMITTEE (GAC)

## 2-1 General

The GSC is responsible for the academic components of the German Graduate program. Specifically, the functions of the GSC shall be:

2-1-1 to oversee and administer matters pertaining to the graduate program;

2-1-2 to evaluate annually, normally during Spring Semester, the academic progress and the performance of all graduate students in the program (*see below 6-4*).

## 2-2 Membership

The GSC of the Department shall be comprised of all members of the Graduate Faculty of the Department and two Graduate Student Representatives elected by their peers.

## 2-3 Meetings

The GSC will meet upon the call of the Chairperson of the Department, the Chairperson of the GSC, or one-fourth of its members. Graduate Student Representatives shall not be present at portions of committee meetings when matters involving the evaluation of individual students are discussed.

## 2-4 Chairperson of the Graduate Studies Committee

The Director of Graduate Studies (DGS) serves as Chairperson of the GSC and is appointed by the

Chairperson of the Department. The DGS is responsible for general administrative matters concerning the Graduate program.

## 2-5 Graduate Advisory Committee (GAC)

The GSC delegates routine administrative matters to the Graduate Advisory Committee (GAC) for study and recommendations. The GAC is comprised of the DGS and three to four additional members of the Graduate Studies Committee. One member of the GAC will be a Graduate Student Representative. The GAC meets at the call of Department's Chairperson or the DGS.

## 3. ADMISSION

### 3-1 General

All graduate applicants [apply online](#). Students must meet the application requirements of both the Department of GLL and the Graduate School (see: <http://gpadmissions.osu.edu/index.html> ).

## 4. MASTER'S DEGREE PROGRAM

### 4-1 Program Objectives

The Master of Arts (M.A.) degree program in German at The Ohio State University is based on an academic curriculum intended to develop critical analytical skills and conceptual abilities in the study of German literature, film, intellectual history, culture, and language. The program encompasses course study (including the writing of research papers or the passing of course examinations), and passing the language proficiency requirement and the M.A. examination outlined below. M.A. students also receive an in-depth preparation in the teaching of German language courses at the introductory and intermediate levels.

Learning Goals:

M.A. graduates in GLL will

1. have broad knowledge of German Studies' subject areas and advanced knowledge in particular areas, acquired during MA course work and MA examination preparation,
2. be able to develop and analyze research questions and apply their knowledge to investigate them,
3. be able to present ideas in their subject areas clearly, cogently and persuasively in speaking and in writing (in English or in German),
4. be able to use the German language effectively on the intermediate/advanced level (at least B2/C1-level; TestDaF level four), in speaking, reading, listening, and writing,
5. be able to teach introductory level German language and culture effectively, and
6. have effective professional skills, including oral and written communication, leadership,

independence, and teamwork, all performed in an ethical manner.

## 4-2 Requirements for the M.A. Degree in GLL

Requirements for the M.A. degree in GLL include:

- A minimum of 30 CH (credit hours) of coursework, which include
  1. German 6200, 6300, 6400, and 6600. With DGS approval, students with equivalent courses may be excused from 6200, 6300, or 6400.
  2. At least four 8000-level seminars in which students must write at least three seminar papers. The Seminar Paper Completion Form can be found on the Academic Program Coordinator's webpage.) (With DGS approval, one of the four required seminars may be a non-GLL seminar. One of the three required seminar papers may be written in a non-GLL seminar. Papers written at another university, e.g. during a study abroad, require the review and approval of the DGS.
  3. At least 3 CH of 6999.
- Students must maintain a grade point average of 3.0 or above to remain in good standing. (For more information see <https://gradsch.osu.edu/handbook>, section 5.)
- Students must pass either the Goethe-Zertifikat C1 examination with a rating of good or better, or the TestDaF with an overall average rating of level 4 or better. This requirement is normally waived for native speakers.
- Students must pass an MA assessment, as described below. This assessment is normally taken before the end of the second year of graduate studies. Extensions may be granted by petition to the DGS.

## 4-3 Scheduling Courses for M.A. Students

### 4-3-1 Course Requirements

Course requirements for GTAs:

- Three graduate-level courses per semester (totaling at least 8 CH). (For credit hour limits see <https://gradsch.osu.edu/handbook>, section 3.) With the approval of the DGS, students may enroll in graduate-level courses offered by other departments for their third course (e.g. in order to pursue a graduate minor, interdisciplinary specialization, or certificate; see <https://gradsch.osu.edu/degree-options>). M.A. students considering courses outside the Department must review the course prerequisites ("Prereq.") in the course catalogue, and are strongly encouraged to contact the instructor prior to enrolling. Any course taken outside the Department must be reviewed and approved by the DGS.
- In preparation for their M.A. assessment, a student's schedule should include 3-CH of 6999 (see below 4-4-2), normally taken in spring semester of the second year.

Course requirements for students on a fellowship:

M.A. students holding a University or College Fellowship are required to register for a minimum of 12

CH (4 graduate-level courses) each semester the appointment is held, except in Summer Term when the minimum is 6 CH. With the approval of the DGS, one seminar per semester may be taken outside the Department.

#### 4-3-2 German 6193 – Independent Studies for Master’s Students

With the approval of the DGS and the instructor, graduate students may pursue an independent investigation of issues in German literature, culture, intellectual history or linguistics. In general, graduate students should enroll in 6193 only as an overload, or during summer term.

#### 4-3-3 German 6601 – Teaching Practicum

GTAs are required to enroll in 1 CH of German 6601 whenever they teach a lower division, 1000-level German language class. German 6601 is graded S/U and the credit hour does not count toward the required credit hours for the graduate degree.

#### 4-3-4 Courses at the 4000- and 5000-levels

With the approval of the DGS, graduate students in the Master’s and Doctoral Program may enroll in 5000-level courses inside and outside the Department. With approval of the DGS, the CHs earned may count towards fulfillment of the GLL graduate degree requirements. With the approval of the DGS, graduate students may enroll in 4000-level courses and below, both inside and outside the Department, but only as an overload. (The CHs earned in 4000-level courses do not count towards fulfillment of the graduate degree requirements). Students must review course prerequisites for courses taken in other programs and departments in the course catalogue, and are strongly encouraged to contact the instructors before enrolling in their courses.

#### 4-3-5 Credit by Examination (EM Credit)

With permission of the DGS, graduate students may earn graduate credit on the basis of examinations taken after admission to the Graduate School. No EM credit will be given for German 8200, 8300, 8400, 8600. The examination will normally be administered by the faculty member who customarily teaches the course in question. In order for EM credit to be added to the student's official permanent record, the request must be approved by the student's advisor, the GSC, and the Dean of the Graduate School. The achievement level necessary to earn graduate credit by examination is “A.”

#### 4-3-6 Repetition of courses

Students who receive a grade of C or lower in a course required for the M.A. degree must repeat the course in order to fulfill the requirement. Students may, with the approval of the DGS, repeat any course in which they have received a grade of C+ or lower.

### 4-3-7 Grading System

The following courses in the M.A. program are graded “S/U” (“Satisfactory/Unsatisfactory”): 5193, 5797, 6193, 6999, All other courses are graded on a scale “A-E.”

### 4-3-8 Re-enrollment

Former M.A. students who have not been enrolled in the Graduate School for a year or more should contact the Chairperson for permission to re-enroll. The Chairperson will bring the matter to the GSC. For more information see also see <https://gradsch.osu.edu/handbook>, section 3.

## 4-4 M.A. Assessment Options & Timetables

### 4-4-1 M.A. Assessment Option 1: Oral Examination & Timetable

The M.A. assessment will take place in a two-hour oral examination, consisting of a discussion of two readings/viewings/articles. The student will select the two readings/viewings/articles, informed by course work and interests, in consultation with the advisor and to be approved by the advisor and the second M.A. committee member.

- Students analyze and interpret the two readings/viewings/articles in their appropriate contexts (historical/cultural/theoretical/disciplinary) and discuss the relevance of the material, in two oral presentations, each lasting 15-20 minutes. Notes or power point presentation may be used.
- A 40-45-minute Q & A follows each 15-20 minute presentation.
- The Q & A serves to stimulate a productive discussion about questions raised by the students’ findings and arguments as well as about questions concerning the contexts and the relevance of the readings/viewings/articles.
- Students provide to their M.A. committee a list of select readings of at least 25 entries, to be approved by the committee, that they have covered during their M.A. studies and during the preparation for the exam. The M.A. committee may draw on this list to ask questions related to the students’ presentation.
- The readings/viewings/articles may not have been the primary focus of seminar papers that students have written during their course work in the M.A. program.

Timetable:

- Select M.A. advisor at the beginning of autumn semester of year two in the M.A. program.
- By the end of the second week of the following spring semester, the two readings/viewings/articles and the accompanying reading list are approved by the M.A. advisor and second M.A. assessment committee member.
- In spring semester of their second year, M.A. students enroll in 3 CH of German 6999 as their third graduate course in order to prepare for the oral examination.
- The M.A. oral examination takes place in April of spring semester, before the deadline set by the graduate school for reporting M.A. assessment results.
- The M.A. student is responsible for scheduling the exam, in consultation with the M.A.

assessment committee, and for reserving a room for the examination with the Academic Program Coordinator.

#### 4-4-2 M.A. Assessment Option 2: M.A. Thesis & Timetable

Students may choose, with the approval of their M.A. advisor, to write an M.A. thesis, in lieu of taking the M.A. oral examination described in 4-4-1. The thesis is to be defended in a 90-minute oral examination.

- The M.A. thesis will be a contribution to research in the student's chosen field of specialization.
- The approximate length of the M.A. thesis will be determined by the student and the M.A. advisor, and is to be approved by the M.A. advisor.
- The M.A. thesis topic is chosen by the student, in conversation with and approved by the M.A. advisor and the second M.A. assessment committee member.
- Prior to writing the thesis, the student submits a 250 to 500-word abstract of the M.A. thesis and a 3 to 4-page bibliography to be approved by the M.A. advisor and the second M.A. assessment committee member.
- In the oral examination, the student will summarize the findings of the M.A. thesis in 15-20 minutes, followed by a 70-75 minute Q & A.

Timetable:

- Select M.A. advisor and second M.A. assessment committee member by spring break of spring semester of year one in the M.A. program and begin researching and discussing possible topics with the M.A. advisor.
- Submit an abstract of 250 to 500-word and a 3 to 4-page bibliography to the M.A. advisor and the second M.A. assessment committee member by the end of week one of autumn semester of year two in the M.A. program (or earlier, e.g. in the previous spring semester).
- Both M.A. committee members approve of the (potentially revised) abstract by the end of week three of autumn semester.
- Student begins to research thesis in spring or summer of year one or in autumn of year two in the M.A. program, depending on the student's preparation and summer commitments. The M.A. thesis will be written during autumn semester and spring semester of year two in the M.A. program.
- In autumn and spring semester of the second year, student enrolls in 3 CH of German 6999 with the M.A. advisor, as third graduate course, in order to research and write the M.A. thesis.
- Throughout the writing process, students are welcome to submit thesis drafts to the M.A. advisor, and, with the advisor's approval, to the second M.A. assessment committee member.
- Student submits M.A. thesis to the M.A. advisor and the second M.A. assessment committee member two weeks prior to the oral defense date in spring semester.
- The oral defense of the M.A. thesis takes place in April of spring semester, before the deadline set by the graduate school for reporting M.A. assessment results.
- The M.A. student is responsible for scheduling the oral defense, in consultation with the M.A. assessment committee, and for reserving a room for the oral examination with the Academic Program Coordinator.



#### 4-4-3 M.A. Assessment Advisor

M.A. oral examination option:

The M.A. advisor approves of the selection of readings/viewings/articles for the oral examination, together with the other MA committee member, oversees the preparation for the M.A. oral examination, and chairs the oral M.A. examination.

M.A. thesis & oral defense option:

The M.A. advisor approves of the selection of an M.A. thesis topic, together with the other M.A. committee member, oversees the preparation for the M.A. thesis, and chairs the oral M.A. examination.

#### 4-4-4 M.A. Assessment Committee

The M.A. assessment committee consists of the M.A. advisor and one additional faculty member to be selected by the student, in consultation with the M.A. advisor. Both members of the committee must hold membership at the Category M or P in the graduate program.

#### 4-4-5 Applying to Graduate

Students are responsible for applying to graduate via gradforms (GRADFORMS.OSU.EDU), at least two days before the firm deadline specified by the graduate school (<https://gradsch.osu.edu/calendar>), when the approved form with all required signatures is due to the Graduate School.

#### 4-4-6 Evaluation

A student is considered to have successfully completed the M.A. assessment only when the decision of the student's M.A. assessment committee is unanimously affirmative. As soon after completing the Master's oral examination as practicable, students will be given a formal written statement by the DGS indicating whether they will be encouraged to continue their studies toward a Ph.D. in German at The Ohio State University.

<b>Sample Plan of Study<sup>1</sup> for M.A. students* (M.A. Oral Exam Option)</b>			
(Note: M.A. students are encouraged to apply for an additional year of study abroad.)			
	Autumn Semester	Spring Semester	
Year 1	Ger 6600 (4-CH) <sup>2</sup> <i>GTA-ship</i> Ger 6xxx (3-CH) xxxx <sup>3</sup> (3-CH) Ger 6601 (1-CH) <sup>4</sup>	Ger 6xxx (3-CH) Ger 8xxx (3-CH) xxxx <sup>3</sup> (3-CH) Ger 6601 (1-CH) <sup>4</sup>	= 19 CH (M.A. credit hours)

Year 2	Ger 6xxx (3-CH) Ger 8xxx (3-CH) xxxx <sup>3</sup> (3-CH) Ger 6601 (1-CH) <sup>4</sup>  Goethe Zertifikat C1 or TestDAF level 4	Ger 8xxx (3-CH) xxxx <sup>3</sup> (3-CH) Ger 6999 (3-CH) Ger 6601 (1-CH) <sup>4</sup>  M.A. assessment	= 18 CH (M.A. credit hours)  <b>total = 37 CH</b> (M.A. credit hours)
--------	--	---	---

<sup>1</sup> When planning your individual course of study, please consult with the DGS.

<sup>2</sup> CH = credit hour

<sup>3</sup> A graduate-level course in GLL or in a related field to be approved by the DGS.

<sup>4</sup> The 1 credit hour earned in Ger 6601 does not count toward the M.A. degree.

\* Note: M.A. students who hold fellowships are required to take 12 CH in autumn and spring semester, respectively, and 6 CH in summer semester.

<b>Sample Plan of Study<sup>1</sup> for M.A. students* (M.A. Thesis Option)</b>			
(Note: M.A. students are encouraged to apply for an additional year of study abroad.)			
	Autumn Semester	Spring Semester	
Year 1	Ger 6600 (4-CH) <sup>2</sup> <i>GTA-ship</i> Ger 6xxx (3-CH) xxxx <sup>3</sup> (3-CH) Ger 6601 (1-CH) <sup>4</sup>	Ger 6xxx (3-CH) Ger 8xxx (3-CH) xxxx <sup>3</sup> (3-CH) Ger 6601 (1-CH) <sup>4</sup>	= 19 CH (M.A. credit hours)
Year 2	Ger 8xxx (3-CH) xxxx <sup>3</sup> (3-CH) Ger 6999 (3-CH) Ger 6601 (1-CH) <sup>4</sup>  Goethe Zertifikat C1 or TestDAF level 4	Ger 8xxx (3-CH) xxxx <sup>3</sup> (3-CH) Ger 6999 (3-CH) Ger 6601 (1-CH) <sup>4</sup>  M.A. assessment	= 18 CH (M.A. credit hours)  <b>total = 37 CH</b> (M.A. credit hours)

<sup>1</sup> When planning your individual course of study, consult with the DGS.

<sup>2</sup> CH = credit hour

<sup>3</sup> A graduate-level course in GLL or in a related field to be approved by the DGS.

<sup>4</sup> The 1 credit hour earned in Ger 6601 does not count toward the M.A. degree.

\* Note: M.A. students who hold fellowships are required to take 12 CH in autumn and spring semester, respectively, and 6 CH in summer semester.

## 5. DOCTORAL DEGREE PROGRAM

### 5-1 Program Objectives

The doctoral program entails a concentration and breadth of study designed to foster productive and independent scholarship in German literature, film, intellectual history, culture, and language. The program encompasses advanced coursework, the writing of research papers, the successful completion of a written and oral Candidacy Examination, and the submission of a dissertation

prospectus, and culminates in the presentation and defense of a dissertation. Ph.D. students receive in-depth preparation for teaching German language and culture.

Learning Goals:

Ph.D. graduates in GLL will

1. have an extensive and thorough knowledge in German Studies, as well as in an area of specialization, and advanced knowledge in one or two secondary areas,
2. be able to develop and analyze research questions and apply their knowledge to investigate them, thereby advancing knowledge through creative scholarship,
3. be able to present their research in their subject areas clearly, cogently and persuasively in speaking and in writing (in English or in German),
4. be able to use the German language effectively on the intermediate/advanced level (B2/C1-level; TestDaF level four), in speaking, reading, listening, and writing,
5. be able to teach at all levels of the German Studies Curriculum effectively (introductory level German language & advanced language and culture classes), and
6. have effective professional skills including oral and written communication, leadership, independence, and teamwork, all performed in an ethical manner.

Students must complete the qualifying German language examination described in section 4-2-4 above unless this requirement is waived by the GSC.

## 5-2 Requirements for the Ph.D.

- The OSU graduate school requires a minimum of 50 CH of coursework beyond the M.A., and 80 CH of coursework for students completing both their M.A. and Ph.D. at Ohio State.
- A minimum of eight 3-CH, 8000-level seminars. In their first year, Ph.D. students normally enroll in three 8000-level seminars in autumn and spring semester, respectively. In autumn semester of their second year, students normally enroll in two 8000-level seminars and in 3 CH hours of 8193. In spring semester of their second year, students enroll in 9 CH of 8193.
- Until they are ABD, students may enroll in additional courses and seminars, with the approval of their advisor and the DGS.
- Students can take up to one course per semester outside of the Department, with prior approval of the instructor, their advisor, and the DGS.
- Three seminar papers. (The Seminar Paper Completion Form can be found on the Academic Program Coordinator's webpage.) With DGS approval, one of the three required seminar papers may be written in a non-GLL seminar. Papers written at another university, e.g. during a study abroad, require the review and approval of the DGS.
- Students who have not fulfilled the language requirement in the GLL M.A. program must pass either the Goethe-Zertifikat C1 examination with a rating of good or better, or the TestDaF with an overall average rating of level 4 or better. This requirement is normally waived for native speakers.
- A good reading knowledge of French or another foreign language that is essential to the

student's research area. The foreign language requirement may be satisfied by completion of French 6571 and 6572 with a grade of "B" or better, or by passing the Graduate Reading Proficiency Exam administered by the Department of French and Italian. The foreign language requirement must be completed prior to the writing of the Candidacy Examination.

- A grade point average of 3.0 or above to remain in good standing. (For more information see <https://gradsch.osu.edu/handbook>, section 5.)
- Successful completion of the candidacy examination prospectus, the Ph.D. candidacy examination, the dissertation prospectus, and the dissertation defense.

### 5-2-1 The Flexible Ph.D.

Ph.D. students may develop and follow an individually adjusted timetable, which may include different course requirements. The individually adjusted timetable needs to be reviewed and approved by the student's advisor and committee members, and by the DGS.

## 5-3 Scheduling Courses for Ph.D. Students

### 5-3-1 Course Requirements

Course requirements for GTAs who are pre-candidacy:

- Three graduate-level courses per semester (totaling at least 8 CH). (For credit hour limits see see <https://gradsch.osu.edu/handbook>, section 3.)
- With the approval of the DGS, students may enroll in a graduate-level course offered by other departments for their third course (e.g. in order to pursue a graduate minor, interdisciplinary specialization, or certificate, see <https://gradsch.osu.edu/degree-options>). Ph.D. students considering courses outside the Department must review the course prerequisites ("Prereq.") in the course catalogue, and are strongly encouraged to contact the instructor prior to enrolling. A course taken outside the Department must be reviewed and approved by the DGS.

Course requirements for Fellowship students who are pre-candidacy:

- Ph.D. students holding a University or College Fellowship are required to register for a minimum of 12 CH (4 graduate-level courses) each semester the appointment is held, except in Summer term when the minimum is 6 CH.

Continuous Enrollment Policy for students who are post-candidacy/ABD (*All but Dissertation*):

- All students who advance to ABD status following the Ph.D. Candidacy Examination must register for 2 CH of Ger 8999 (Dissertation Research) and 1 CH of Ger 8500 (Doctoral Colloquium) each semester (Summer Term excluded). Students may not enroll in more than those 3 CH. (Leave policy: <https://gradsch.osu.edu/handbook/7-8-doctoral-candidacy>)

### 5-3-2 German 8193

In German 8193, which is taken with the student's advisor, students prepare the annotated

bibliography and the dissertation prospectus for their candidacy examination.

### 5-3-3 German 6601 – Teaching Practicum

GTAs are required to enroll in 1 CH of German 6601 whenever they teach a lower-division, 1000-level German language class. German 6601 is graded S/U and the credit hour does not count toward the required credit hours for the graduate degree.

### 5-3-4 Courses at the 4000- and 5000-levels

See section 4-3-4.

### 5-3-5 Credit by Examination (EM Credit)

See section 4-3-5.

### 5-3-6 Repetition of courses

Students who receive a grade of C or lower in a course required for the Ph.D. must repeat the course in order to fulfill the requirement. Students may, with the approval of the DGS, repeat any course in which they have received a grade of C+ or lower.

### 5-3-7 Grading

The following courses in the Ph.D. program are graded “S/U” (“Satisfactory/Unsatisfactory”): German 8189, 8193, 8500, 8501, and 8999. All other courses are graded on a scale “A-E.”

## 5-4 Timetable for the Ph.D. Candidacy Examination, Prospectus Defense and Dissertation Defense

Students normally

- pass the Ph.D. Candidacy Examination, which includes the defense of the dissertation prospectus, at the end of spring semester of their second year;
- defend their dissertation at the end of their fourth year, or of their fifth year, if they spend a year abroad.

Ph.D. students may develop and follow an individually adjusted timetable, to be reviewed and approved by the student’s advisor and committee members, and by the DGS (see section 5-2-1).

## 5-5 Annual Progress Checklist/Report

Pre-candidacy students will complete the department’s Annual Progress Checklist, noting seminar paper titles, awards and activities of which the graduate faculty should be aware. Each year, ABDs will submit a one-page report on dissertation progress, accompanied by a current CV, to the DGS.

<b>Sample Plan of Study<sup>1</sup> for Ph.D. students*</b>			
(Note: Students are encouraged to apply for an additional year of study abroad.)			
	Autumn Semester	Spring Semester	
Year 1	Ger 8xxx (3-CH) <sup>2</sup> Ger 8xxx (3-CH) xxxx <sup>3</sup> (3-CH) Ger 6601 (1-CH) <sup>4</sup>	Ger 8xxx (3-CH) Ger 8xxx (3-CH) xxxx <sup>3</sup> (3-CH) Ger 6601 (1-CH) <sup>4</sup>	= 18 CH (Ph.D. credit hours)
Year 2	Ger 8193 (3-CH) Ger 8xxx (3-CH) xxxx <sup>3</sup> (3-CH) Ger 6601 (1-CH) <sup>4</sup>	German 8193 (9-CH) Ger 6601 (1-CH) <sup>4</sup>  End of semester: Candidacy Examination & Dissertation Prospectus	= 18 CH (Ph.D. credit hours)
Year 3	Ger 8500 (1-CH) Ger 8999 (2-CH) Ger 6601 (1-CH) <sup>4</sup>	Ger 8500 (1-CH) Ger 8999 (2-CH) Ger 6601 (1-CH) <sup>4</sup>	= 6 CH (Ph.D. credit hours)
Year 4	Ger 8500 (1-CH) Ger 8999 (2-CH) Ger 6601 (1-CH) <sup>4</sup>	Ger 8500 (1-CH) Ger 8999 (2-CH) Ger 6601 (1-CH) <sup>4</sup>  Dissertation Defense	= 6 CH (Ph.D. credit hours)  <b>total = 48 CH (Ph.D. credit hours)</b>

<sup>1</sup> When planning your course of study, consult with the DGS. For adjusted plans of study see 5-2-1.

<sup>2</sup> CH = credit hour

<sup>3</sup> A graduate-level course in GLL or in a related field to be approved by the DGS.

<sup>4</sup> The 1 credit hour earned in Ger 6601 does not count toward the M.A. degree.

\* note: Pre-ABD students who hold fellowships are required to take 12 CH per semester (6 CH in the summer semester).

## 5-6 Ph.D. Candidacy Examination

### 5-6-1 Advisor, Committee & Timetable

At the beginning of autumn semester of their second year (or earlier), students select a candidacy examination advisor and committee chair from the faculty of GLL (who must be category P faculty in the German graduate program), and, in coordination with the advisor, three additional members of the Graduate Faculty for the candidacy examination committee.

- After choosing their candidacy examination advisor and committee the student completes the *Selection of Candidacy Examination Committee* form, which can be found on the Academic

Program Coordinator's webpage, and submits the original with all required signatures to the Academic Program Coordinator and one copy to the Advisor.

- Changes to the committee must be approved by the DGS.

### 5-6-2 Ph.D. Candidacy Examination Prospectus & Timetable

The candidacy examination prospectus includes

- a) a bibliography containing 50 to 80 titles, divided into three sections: two areas of breadth and one area of focus;
- b) a 500-word prospectus that explains the rationale behind the bibliography to be annotated for the exam, and that serves at the same time as an abstract of the dissertation prospectus.

The candidacy examination prospectus must be submitted and approved by the candidacy examination committee by the end of autumn semester prior to the spring semester in which the candidacy examination is taken. The student meets with the committee prior to deciding the two areas of breadth and area of focus.

### 5-6-3 Ph.D. Candidacy Examination Prerequisites

No portion of the candidacy examination may be scheduled for a student who has not completed the minimum course requirements for the Ph.D. (including the completion of the three required seminar papers).

The student must initiate the *Application for Candidacy* form through gradforms (GRADFORMS.OSU.EDU) at least two days before the published deadline, which is firm.

### 5-6-4 Ph.D. Candidacy Examination & Timetable

The Ph.D. candidacy examination consists of the following elements:

- a) an annotated bibliography (cf. <https://owl.english.purdue.edu/owl/resource/614/01/>)

that

- includes 50 to 80 titles, divided into three sections: two areas of breadth and one area of focus
- is vetted by the candidacy examination committee
- includes short (1–2 paragraph) annotations that describe the content and the relevance of each entry to the guiding question/topic for the field of focus;

- b) a written, approximately 10 to 15-page dissertation prospectus (3750-5000 words, no extra bibliography) that names and explains the research question(s) that the titles in the annotated bibliography help illuminate. The research question(s) should relate to the planned dissertation.

The dissertation prospectus should contain the following items:

- project description
- outline of the project's history and current state of research
- delineation of the contribution of the dissertation to scholarly knowledge

- explanation of the methodology
- outline of dissertation chapters

c) an oral examination of two hours on the bibliography in which the candidate demonstrates a thorough grasp of the material and of how the material relates to a set of questions to be at the center of her planned dissertation research.

The candidacy examination normally takes place at the end of spring semester of the student's second year in the Ph.D. program. An individually adjusted timetable is possible (see 5-2-1).

### 5-6-5 Summary of Ph.D. Candidacy Examination Timetable

It is expected that the exam will be structured according to the following optimal timetable:

- The candidacy examination committee is formed at the beginning of autumn semester of the student's second year in the Ph.D. program.
- The candidacy examination abstract and bibliography is approved by the candidacy examination committee by the end of autumn semester of the student's second year in the Ph.D. program.
- The completed annotated bibliography and dissertation prospectus are submitted to the candidacy examination committee two weeks prior to the oral candidacy examination in spring semester of the student's second year in the Ph.D. program.

An individually adjusted timetable is possible (see 5-2-1).

### 5-6-6 Candidacy Examination Evaluation and Repetition

If the annotated bibliography and/or prospectus is deemed unsatisfactory, the Ph.D. examination committee may require the student to revise the documents and to postpone the oral examination. The oral examination can then take place in autumn semester following the spring semester for which the examination was originally scheduled.

If the oral examination is deemed unsatisfactory, the examination may be retaken, but not until one complete academic semester has elapsed.

Candidacy examinations will be given only once each semester and will not be scheduled during the Summer Term.

### 5-6-7 Candidacy Status and Course Scheduling

Provided that the student is in good standing at the end of the spring semester in which the candidacy examination has been successfully completed, the student will be a candidate for the doctoral degree. Admission to candidacy signifies that the student is judged to be properly prepared to undertake work on the dissertation. A student is normally expected to enroll in 2 CH of German



8999 (Dissertation Research) and 1 CH of German 8500 (Doctoral Colloquium) in all autumn and spring semesters after passing the candidacy examination.

5-6-8 Candidacy Status Time Limit, Cancellation and Reinstatement

For information about these matters consult <https://gradsch.osu.edu/handbook/7-8-doctoral-candidacy>.

## 5-7 Dissertation

### 5-7-1 Dissertation Goals

The dissertation is a scholarly contribution to knowledge in the student's area of specialization. By researching and writing a dissertation, the student is expected to demonstrate a high level of knowledge in the field of specialization and its relation to German Studies at large, and the capability to function as an independent scholar.

### 5-7-2 Dissertation Advisor and Dissertation Committee

The student selects a dissertation advisor (a category P faculty in the German graduate program), who also serves as chair of the committee, and at least two other committee members from the graduate faculty (category P) who are suggested by the student and approved by the DGS. Changes to the committee must be approved by the DGS.

### 5-7-3 Dissertation & Timetable

Members of the dissertation committee (including the advisor) who are neither on leave nor on vacation must be given at least six weeks before the Graduate School's draft-approval deadline to read and comment on a complete draft. (Exceptions to this rule are permissible only by unanimous agreement between the dissertation committee and the candidate.)

The dissertation is normally completed at the end of the fourth year in the Ph.D. program. A different timetable is possible (see 5-2-1).

### 5-7-4 Dissertation Defense (Final Oral Examination)

*Scheduling:* The student must initiate the *Application to Graduate-PhD* form through gradforms (GRADFORMS.OSU.EDU) at least two days before the published deadline, which is firm. At the time of application, doctoral degree candidates must also submit to the committee a complete, typed dissertation document draft for format review and submit the appropriate form with all required signatures electronically through gradforms by the published deadline. (See <https://gradsch.osu.edu/completing-your-degree/dissertations-theses/format-review-and-submission> for details.)

*The Dissertation Defense* is open to all members of the Graduate Faculty and to graduate students of the Department. Those who attend must be present for the entire examination; however, only the members of the Final Oral Examination Committee may be present for discussion of the candidate's

performance and the decision about its outcome. The student is considered to have completed the final oral examination successfully only when the decision of the Final Oral Examination Committee is unanimously affirmative. Each examiner indicates judgment by signing through gradforms by the published deadline. (See <https://gradsch.osu.edu/handbook> section 7.11)

*Submission of Dissertation:* The approved dissertation is to be submitted electronically via OhioLINK as PDFs with imbedded fonts (PDF/A) and accepted by the Graduate School before the approval form can be turned in. All Ohio State dissertations are also archived with ProQuest/UMI. (See the Graduate School section on [Final Semester Procedures and Timelines.](#))

## 6. GRADUATE ASSOCIATES

The career goal of candidates for an advanced degree in German is normally a teaching position. Accordingly, the Department makes available appointments as Graduate Teaching Associate (GTA), Graduate Research Associate (GRA), and Graduate Administrative Associate (GAA). Students selected for a GTA appointment must enroll in German 6600 (Introduction to Teaching and Learning German at the College Level) in their first semester of teaching. A student who has participated in the teaching program will be expected to have acquired a basic knowledge of teaching methods and to have developed essential classroom skills.

### 6-1 Terms of appointment

Graduate Associates are normally appointed for an entire academic year at 50 percent (twenty hours per week). Current rules of the Division of Arts and Humanities allow the Department to renew the appointment of Graduate Associates annually; \*departmental policies for reappointment are spelled out in greater detail in section 6-4 below. The terms of appointment may occasionally be increased by the Chairperson of the Department based on departmental needs and the availability of funds. All associates must be enrolled for at least 8 CH during each semester a 50 percent or greater GA appointment is held.

Where appropriate, the Chairperson of the Department will offer reappointment in writing as early as possible in spring semester but not later than two weeks before the final day of classes. Graduate Associates should accept or decline reappointment in writing within one week of the offer.

### 6-2 Eligibility

For Graduate Associate eligibility requirements see <https://gradsch.osu.edu/pursuing-your-degree/graduate-associates>.

### 6-3 Criteria and Procedures for Selection of Graduate Associates

The Chairperson of the Department will appoint new Graduate Associates as needed from the pool of available applicants recommended by the GAC of the Department. The criteria for initial appointment as a Graduate Associate are the same as those for admission to the graduate program in German. In recommending candidates for appointment, the GAC will consider an applicant's

probability of success as a graduate student and Graduate Associate based on:

- a) undergraduate major and cumulative grade point average;
- b) proficiency in spoken and written German and English;
- c) scores from the Graduate Record Examinations;
- d) letters of recommendation and other materials submitted in support of the application.

## 6-4 Reappointment of Graduate Associates: Departmental Criteria and Procedures

The Chairperson of the Department renews the contracts of Graduate Associates based upon the recommendation of the GSC. Pending adequate funding from the Division of Arts and Humanities, the Department seeks to support all students in good standing for at least six years (five years of GTA-ship, one year of other forms of support).

Candidates for reappointment will be asked each January to identify themselves in writing. Once the pool of candidates has been established, the GSC of the Department will meet to conduct its annual evaluation of each graduate student and to provide the Chairperson of the Department with its judgment of the relative standing of each. The discussion will restrict itself to students' academic progress and their performance as Graduate Associates, if applicable. Where appropriate, the Chairperson of the Department will offer reappointment in writing. Graduate Associates should accept reappointment by signing the *Graduate Associate Appointment Document* (i.e., your contract), which will be issued electronically.

The Department is often able to support Ph.D. students for an additional year of funding beyond that offered in the original letter of acceptance. Students who wish to be considered for such additional funding should notify the Chairperson of the Department of their need as soon as possible but no later than the first week of spring semester. Final decisions will be made by the Chairperson. In weighing the strength of individual cases, the following criteria will be considered: 1) the student's progress toward completion of the dissertation and any inexorable circumstances that may have delayed progress; 2) departmental teaching needs (topic, level, and medium of courses to be filled); and 3) past teaching record including skills and ability to work independently. Additional factors to be taken into consideration are evidence that the student has sought funding elsewhere (external and internal fellowships) and past record of departmental citizenry.

## 6-5 Summer appointments

A limited number of summer teaching appointments in the Department is available each year. Based on enrollments and availability of funds, the Department makes every effort to provide summer appointments for all GAs who desire employment. All such appointments a) will be made by the Chairperson of the Department based on recommendations of the GSC at its annual evaluation of graduate students; b) must be considered tentative until actual summer enrollments are known. In making its recommendations to the Chairperson, the GSC follows basic criteria, with foremost consideration given to program and staffing needs (number of courses to be offered, levels). GA qualifications will be based upon annual progress reports. The following criteria will be considered: good academic standing, including timely completion of exams and either coursework or the

prospectus; eligibility for funding according to OSU guidelines; previous experience in teaching the summer courses being offered; teaching skills/knowledge, match of skills with course demands; reliability and ability to teach independently without supervision; and overall merit, *i.e.*, strength and balance of academic work, teaching and service. If enrollments and subsequent funding levels available to the Department are not sufficiently high, some offers may have to be withdrawn.

## 6-6 Stipend Levels

At the time of appointment or reappointment, a Graduate Associate will be sent the *Graduate Associate Appointment Document* (*i.e.*, the contract), electronically, which specifies important information about the GA appointment. Stipend levels will be in accordance with policies established by the Division of Arts and Humanities and will be made known as soon as available.

## 6-7 Support Services

### 6-7-1 Office Space and Equipment

Graduate associates share office and file space in Hagerty Hall. Computer access is also available on a shared basis in the graduate associate rooms, Individualized Instruction Center (room 120), and in various other campus locations.

### 6-7-2 Benefits

Graduate students are given an opportunity to purchase student health insurance. International students are required to enroll in the student health plan.

### 6-7-3 Travel Assistance

Graduate students who present a paper at a professional meeting may apply for up to \$300 assistance (if approved and funded) from the Department. Additional funds may be available from the Division of Arts and Humanities or the Graduate School (see <https://gradsch.osu.edu/funding/grants>).

## 6-8 Duties and Responsibilities of GTAs

### 6-8-1 Time on Duty

Graduate Associates must be available for duty from the first day of any given academic semester through the last day of its final examination and grading period. The exact appointment period, including service and pay dates, is specified in the *Graduate Associate Appointment Document*. No duty is required on days when Ohio State is officially closed.

### 6-8-2 Primary Duties

The primary duties of Graduate Teaching Associates are given in the *Graduate Associate Appointment Document*. Graduate Associates and Fellows are expected to actively participate in departmental

events, to attend lectures and conferences throughout the academic year, and to serve on committees. The departmental calendar is posted on the GLL website.

### 6-8-3 Graduate Research or Administrative Associateship

A Graduate Research or Administrative Associateship is an apprenticeship experience. A student holding one of these positions assists faculty members in their research/administrative tasks. The Chairperson will assign GRAs/GAAs on the basis of written requests from faculty outlining appropriate research/administrative tasks.

## 6-9 Evaluating and Reporting the Performance of Graduate Associates

Primary responsibility for evaluation of Graduate Associates rests with the GSC. That responsibility may be partially delegated as follows:

### 6-9-1 Review of Teaching

At least once during each year of service, the Director of Undergraduate Language Instruction will evaluate in writing the performance of each Graduate Teaching Associate and forward the evaluation to the Chairperson of the Department. The evaluation shall be made available to the individual Associate.

### 6-9-2 Review of Graduate Research or Graduate Administrative Associates

Once during each semester of service, the faculty member(s) to whom a Graduate Research or Graduate Administrative Associate is assigned will evaluate in writing the performance of the Associate and forward the evaluation to the Chairperson of the Department. The evaluation shall be made available to the individual Associate.

### 6-9-3 Student Reports on Teaching (SRTs)

Departmental regulations stipulate that student reports on teaching (SRTs) are to be obtained for every course taught in the Department. Near the end of the semester in each course they teach, Graduate Teaching Associates must select a Student Collector to distribute, collect, count, and deliver the SRTs to the Academic Program Coordinator in 498 Hagerty Hall.

## 6-10 Outside Employment

Aside from such casual work as an occasional translator, tutor, etc., students are advised not to hold outside employment while on GA appointment. A Graduate Associate who finds it necessary to consider additional employment outside the University should first consult with the DGS and, whenever such employment is approved, inform the Chairperson of the Department.

## 6-11 Termination of Graduate Associate Appointments

The Chairperson of the Department is responsible for ensuring that the quality of Graduate Associates' performance is maintained at a high level. Upon receiving evidence that a Graduate Associate is remiss in the performance of his or her duties, the Chairperson will investigate the situation carefully in consultation with the Graduate Associate, his or her supervisor, and the DGS. If the evidence is substantial, the Chairperson shall terminate the Associateship. A Graduate Associate whose appointment is thus terminated has the right to appeal (see Grievance Review Guidelines in Appendix D of the [Graduate School Handbook](#)).

## 7. FELLOWSHIPS AND STUDY ABROAD

### 7-1 University Fellowships

Students are considered eligible for fellowships if nominated for these awards by the Department. The Graduate School manages two major university-wide fellowship competitions. First-year and multiple-year fellowships are targeted for recruiting prospective graduate students. Presidential Fellowships are targeted to current graduate students writing their dissertations.

#### 7-1-1 Supplemental Associate Appointment

A Graduate School Fellow may hold a supplemental appointment as a 25 percent Graduate Associate on the recommendation of the GSC and with the approval of the Graduate School (*cf.* section 10.2.4 at <https://gradsch.osu.edu/handbook/10-2-graduate-fellowships-terms-appointment-and-termination>).

### 7-2 Max Kade Dissertation Fellowship

The Max Kade Foundation has generously granted our department funds to support an ABD student for two semesters. The winner of the grant will receive a GTA III salary, benefits and a fee waiver for 3 CH (1-CH of German 8500 and 2-CH of German 8999). The grant is meant to help students complete their dissertations and to work on their teaching portfolios. Students will have no teaching responsibilities in the Department, but will be expected to partake in an OSU-sponsored teaching or equivalent program.

### 7-3 Dr. Henry Kratz Jr. Summer Research Fellowship for Graduate Students in German

This generous bequest has been made by the estate of Dr. Henry Kratz, Jr., who passed away on April 14, 2008 at the age of 86, to help fund graduate research in the German program at The Ohio State University, where he received his M.A. and Ph.D. in 1946 and 1949. The income from this

endowment will be used to provide summer research support to one prospective graduate student per year, to be received in the summer following the first year in the program. Students receiving this research fellowship are required to formulate a research plan with their advisors, which will be approved by the DGS, and submit a 2-page report on their research to their advisors and the DGS at the end of the summer.

## 7-4 Research Grants for Graduate Students

The [A&H Graduate Research Small Grants Program](#) is designed to enhance opportunities for graduate students in Arts & Humanities to conduct research by offering supplemental financial support of up to \$500 on a competitive basis. Information about grants can also be found at <https://gradsch.osu.edu/funding/grants>.

The [Felice M. Grad Endowed Scholarship Fund](#) was established in April 2016 by the Board of Trustees of The Ohio State University with a gift from the estate of Ms. Felice Marcus Grad. Types of off-campus research and study for which students may apply for funds include but are not limited to: library or archival work, interviews with subjects, conference presentations, language immersion programs, NEH or other summer seminars, the Big Ten Academic Alliance Traveling Scholar program, and professionalization workshops. The scholarship committee solicits applications for awards between \$1000 and \$5000 dollars depending on demonstrated need.

## 7-5 Graduate Student Study Abroad Programs and Exchange Fellowships

### 7-5-1 Study Abroad Opportunities

The Department offers the following study abroad opportunities:

- TU-Dresden Exchange Fellowships: Annually, one student from GLL is selected to study at the TU Dresden. A stipend and tuition waiver are provided.
- Dresden Summer Teaching Associateship. Graduate Associates are eligible to apply for a Graduate Teaching Associateship to teach at the University of Dresden as part of the Summer Study Program in Dresden. The successful candidate receives a tuition waiver as well as a stipend to cover travel and housing.

### 7-5-2 Study Abroad Criteria

Applicants for the Study Abroad Programs are selected on the strength of the student's academic record as documented in the curriculum vitae, transcripts (GPA), and a written proposal, submitted to the DGS. Preference will be given to students in the Ph.D. program who have completed at least one year of teaching and who have not yet received an OSU-funded fellowship for study abroad. Both US and non-US citizens are eligible for the TUD Fellowship.

### 7-5-3 Study Abroad Guidelines

Students accepted into the Study Abroad Program design a plan of study in consultation with the DGS. They submit two 250 to 500-word reports about their studies and other academic activities

during their year abroad, one at the end of each semester abroad. Two papers written during the study abroad can be counted toward the papers required for the M.A. or Ph.D. degree. The papers have to be submitted to and approved by the DGS.

## 7-6 Further fellowship opportunities

These are available through the [Fulbright](#), [DAAD](#), and [ACLS](#) programs. Students are advised to speak to the DGS about application and to do so as early as possible during their course of study.

# 8. GRADUATE STUDENT APPRENTICESHIP

## 8-1 Graduate Student Apprenticeship Rationale

In an effort to help students gain additional teaching experience beyond beginning language classes, the Department has established a Graduate Apprenticeship Program. Students in the apprenticeship program register for German 8501 with a faculty member who is assigned in that semester to teach a literature, culture, linguistics or film course.

## 8-2 Selecting a Course

The suggestion to work together in this fashion can be initiated by a student or faculty member, but the final decision will be made by the faculty member. Because of the need for a good scholarly background, most students will be post-M.A. students and will have had experience teaching German 1103 or its equivalent.

## 8-3 Duties of the Apprentice

Students read the texts and attend the sessions, prepare a written assignment (e.g., a paper or a journal), and teach or co-teach one or more class sessions. The faculty member and student apprentice should formulate a written agreement on workload before the start of the semester. The apprenticeship will represent work that is in addition to the student's assignment as a teaching or research associate. German 8501 is considered an overload and can be taken only in addition to a student's regular course load. If the student has had a particularly successful apprenticeship, the faculty member may recommend to the Chair that the Scheduling Committee consider assigning the course to the graduate student in a subsequent semester.

# 9. GRIEVANCE REVIEW GUIDELINES

A graduate student with a grievance shall seek a resolution by discussing the matter with the person(s) concerned. If this step proves unsuccessful, the complainant shall take the case to the DGS who will explore possible ways of resolution, together with the complainant. Should this endeavor not lead to a satisfactory solution of the case, the complainant shall take the grievance to the Chair of the Department unless the grievance is directed against the Chair.



During any phase of this procedure either party may call in a third party with the understanding that confidentiality shall be maintained by all persons involved unless the complainant agrees to further procedure.

If the procedures outlined above prove unfruitful in resolving the grievance, extra-departmental grievance procedures shall be employed (Ombudsperson; see Appendix D, Graduate Student Grievance Review Guidelines, in [The Graduate School Handbook](#).)

## 10. LEAVE POLICY & SUPPORT SERVICES

### 10.1. Leave Policy

The program's leave policy is in agreement with OSU Graduate School guidelines (<https://gradsch.osu.edu/handbook/e-short-term-absences-and-leaves-absence>). GTAs and students on a fellowship are responsible for contacting their immediate supervisor and instructors to request short-term absences (2-3 days, up to 2 weeks). GTAs and students on a fellowship need to notify their instructors of any absences and schedule meetings to determine how to make up missed work.

### 10.2 Support Services: Office of Student Life

The Office of Student Life (<https://studentlife.osu.edu>) offers extensive confidential support services, including Disability Services (<http://www.ods.ohio-state.edu>), the Student Advocacy Center (<http://advocacy.osu.edu>) and Counseling and Consultation Services (<http://www.ccs.ohio-state.edu>). Students are encouraged to take advantage of these resources in times of need.